



The United States District Court Southern District of Florida

NOTICE OF VACANCY

Position:	U.S. Probation Officer <i>(One or more positions)</i>
Announcement No:	2015-PRB-03
Opening Date:	October 1, 2014
Closing Date:	Opened Until Filled
Salary Range:	(CL-27) \$49,058 - \$79,787 <i>May be eligible for promotion potential to the next level without further competition.</i>
Location:	Southern District of Florida

Position Overview

Conducts investigations and prepares pretrial services and presentence reports for the U.S. Magistrate Court and U.S. District Court. Supervises persons on pretrial services, probation, supervised release and parole supervision. Conducts investigations and provides evaluations and recommendations to the Courts and U.S. Parole Commission regarding compliance with conditions of supervision. Utilizes principles of Evidence Based Practices to assess risk and criminogenic needs of offenders, and supervises according to these assessments. Develops collaborative relationships with defendants/offenders with a goal of aiding them to successfully complete the term of supervision. Investigates community release plans on persons scheduled for release from federal correctional facilities with supervision terms to follow. Cooperates with other federal probation offices and units in investigating and supervising persons transferred to the district, and performs additional related services as may be requested by other Courts. Keeps informed on new developments and techniques in the community corrections field, and applies these to the work as desired and needed. Makes formal presentations concerning pretrial services, probation and parole concepts and programs to the community. Cooperates with community agencies, and participates in community activities relevant to the work of our Court.

Qualifications Requirements

- Bachelor's degree from an accredited college or university preferably in a field of academic study such as criminal justice, criminology, psychology, sociology, human relations, business or public administration, which provided evidence of the capacity to understand and apply the legal requirements and human relations skills involved in the position. Ability to communicate well orally and in writing.
- A minimum of two years progressively responsible specialized experience, gained after the completion of a bachelor's degree is required. This requirement should be in such fields as probation, pretrial services, parole, corrections, criminal investigations, substance addiction/mental health treatment or other related fields.
- Proficiency working in automated environments with a significant knowledge of computer programs such as WordPerfect, Word and Windows is preferred.
- Fluency in Spanish is highly desirable.
- Knowledge of Evidence Based Practices, risk and needs principles, cognitive behavioral therapy programming preferred.

Personal Characteristics

Applicants must possess: A thorough knowledge of the philosophy, theories and practices of the correctional field with a knowledge of law, psychology, sociology, and criminology as these disciplines are related to the duties and responsibilities of the correctional profession; a devotion to the principles of public welfare; a knowledge and understanding of both normal and abnormal behavior; unquestioned integrity; maturity of judgement and tact; a knowledge of the Federal Criminal Code and sentencing procedures; the ability to conduct thorough investigations and make sound evaluations and recommendations; a knowledge of all available community resources and the understanding and skill necessary to use them. Successful candidates will have the desire and ability to work harmoniously with others in a total quality team-based organization, and the desire/willingness to collaborate with offenders, community partners and others to reduce recidivism.

Maximum Age and Medical Requirements

- The Judicial Conference in conjunction with the Federal Employees' Pay and Compensation Act of 1990 requires first-time appointees for this position must not have reached their 37th birthday at time of appointment. Applicants 37 or over who have previous law enforcement experience under the Federal Employees Retirement System or Civil Service Retirement System, and who have either a subsequent break in service or intervening service in a non-law enforcement officer position may have their previous law enforcement officer experience subtracted from their age to determine whether they meet the maximum age requirement.
- Because officers must effectively deal with physical attacks and are subject to moderate to arduous physical exertion, applicants must be physically capable. Officers must possess, with or without corrective lenses, good distance vision in at least one eye and the ability to read normal size print. Normal hearing ability, with or without a hearing aid, is also required. Any severe health problems, such as physical defects, disease, and deformities that constitute employment hazards to the applicant or others, may disqualify an applicant.

Background Investigation, Drug Screening and Medical Standards

Prior to appointment, the incumbent must undergo an extensive medical examination and drug screening. Upon successful completion of the medical examination and drug screening, the incumbent may then be provisionally appointed, pending a suitability determination by the Court. At such time the incumbent will undergo an extensive Office of Personnel Management (OPM) background investigation. Continued employment will be contingent on successful completion of the OPM investigation. In addition, as condition of employment, the incumbent will be subject to ongoing random drug screening, updated background investigations every five years and as deemed necessary by management for reasonable cause, may be subject to subsequent fitness-for-duty evaluations and drug screening.

The medical requirements and the essential job functions derived from the medical guidelines for probation officers, pretrial services officers and officer assistants are available for public review at <http://www.uscourts.gov/>.

Out of District Specialized Training

Newly appointed officers to the position of U.S. Probation Officer will be required to attend a six (6) week training course at the Federal Law Enforcement Training Center (FLETC) in Charleston, South Carolina.

Benefits

Employees of the United States District Court are EXCEPTED appointments. Federal Government Civil Service classifications or regulations do not apply. Judicial employees are entitled to the same benefits as other Federal Government employees such as:

- Employees accrue 13 days of paid vacation per year for the first three years.
- Ten paid national holidays per year.
- Participation in the Federal Employees Health Insurance Program on a pre-tax deduction basis.
- Participation in a Group Life Insurance Program.
- Participation in a Long Term Disability Program.
- Participation in the Federal Employees Retirement System.
- Mandatory EFT (electronic funds transfer) participation for payment of net pay.
- C Participation in Pre-Tax Flexible Spending Accounts.
- C Participation in Long Term Care Insurance Program.

How To Apply

The Probation Officer Application/Hazardous Duty Supplement is available on the Court's website at:

<http://www.flsd.uscourts.gov/>. A resume' may be included with the application. The application and hazardous duty supplement must be submitted in PDF format, and all other documents must be in PDF, Word or WordPerfect format. All documents **must be** submitted by email to: flsd_hrmail@flsd.uscourts.gov

United States District Court
Human Resources, Room 847S
400 North Miami Avenue
Miami, Florida 33128

Only qualified applicants will be considered for this position.

THE UNITED STATES COURTS IS AN EQUAL OPPORTUNITY EMPLOYER

**Accepted Academic Fields of Study
for Probation Officers**

Accounting	Economics	Mexican-American Cultural Studies
Afro-American (Black Culture)	Education	Penology
Anthropology	Ethnology	Personnel Management
Business Administration	Finance	Philosophy
Communications	Geography	Psychology
Computer Science	Governmental Political Science	Public Administration
Correctional Administration	International Relations	Public Relations
Criminal Justice	History	Social Work
Criminology	Human Relations	Sociology
Demography	Human Resources	Urban Studies Planning
	Industrial Relations	

Completion of the requirements for a bachelor's degree from an accredited college or university and one of the following requirements may be substituted for one year of specialized experience:

- (1) An overall "B" grade point average equaling 2.90 or better of a 4.0 scale.
- (2) Standing in the upper third of the class.
- (3) Have a "B+" (3.5) grade point average in the major field of study.
- (4) Election to membership in Phi Beta Kappa, Signa XI, or one of the National Honorary Scholastic Societies meeting the minimum requirements of the Association of College Honor Societies, other than Freshman Honor Societies.

Completion of one academic year (30 semester or 45 quarter hours) of graduate education in a field of study closely related to the position.

Court Classification Level Requirements

CL 27-Bachelors Degree with two years specialized experience, including at least one year equivalent to work at the CL-25

or

Completion of master's degree in a field of study closely related to the position, or a Juris Doctor (JD) degree

Age and physical requirements must be satisfied.